

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6

Ref: (a) [ALCOAST 301/02, CGHRMS Medical Readiness System Implementation](#)
(b) [ALCOAST 354/02, Implementation of CGHRMS Enlisted Employee Review](#)

Introduction This E-Mail ALPERSRU describes transactions and functionality implemented in Coast Guard Human Resources Management System (CGHRMS) release 6. Detailed procedures for using CGHRMS can be accessed from the CGHRMS web site at: <http://cghrms.osc.uscg.mil>.

Overview This release includes the following functionality:

- Career Intentions Worksheet (CG-HRSIC-2045)
- Statement of Intent (L6FB)
- Inactive Duty Training (IDT) Drills (R985)
- Ability to Start/Stop certain pay entitlements:
 - Imminent Danger (Hostile Fire) Pay (P607/P625)
 - Family Separation Allowance (L6BB)
 - FSA-R – Restricted duty
 - FSA-S – Shipboard duty
 - FSA-T – Temporary duty
 - Supplemental Clothing Monetary Allowance (P603)
 - Rule Codes 01-11
 - Combat Tax Exclusion (P607/P625)
 - Ability to create multiple FSA/Hostile Fire Pay/Combat Tax Exclusion entitlements for a unit in CGHRMS
- Airport Terminal/Orders Processing:
 - TDY – Generate TDY orders (CG-4251)
 - PCS – Ability to add travel entitlements, remarks and other necessary information to CGPC generated PCS orders (CG-5131)

The new functions are briefly described on the following pages. Please see the online help at <http://cghrms.osc.uscg.mil> for detailed procedural guidance.

Implementation Dates The transactions, listed above, will be enabled on 24 July 2002. The Medical Readiness System and Employee Review modules will be enabled on 1 August 2002. See references (a) and (b) for more information on these modules.

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Career Intentions Worksheet

The CGHRMS Career Intentions Worksheet (CIW) allows members to convey their career intentions to their command and to submit requests for retirement or separation to Commander, Coast Guard Personnel Command (epm/opm). It replaces form CG-HRSIC-2045 and written retirement/separation requests. Members, who do not have access to CGHRMS, may continue to use the CG-HRSIC-2045. The form must be forwarded to the PERSRU for entry into CGHRMS. Only CGHRS (PERSRU) users can input a CIW on behalf of a member. Command users (CGSSCMD) cannot originate the CIW, although they do have the ability to endorse CIWs input by unit members.

Members will be reminded, via e-mail, 90 days in advance of their separation date of the need to submit a CIW. The system-generated e-mail will include a link to CGHRMS and navigation instructions. Members can also access the CIW, at any time, using the following menu path:

[Self Service](#) > [Employee](#) > [Tasks](#) > **Career Intentions**

The Career Intentions Worksheet (CIW) will be forwarded to the member's immediate supervisor, unit (Command User), and then be routed to either the PERSRU or CGPC depending on the member's intentions.

- The worklist is used for routing CIWs to the supervisor and unit command user.
- For early separations (greater than 90 days before normal loss date) and the initial retirement request, the CIW will be forwarded to Commander, Coast Guard Personnel Command (epm/opm). Approval by CGPC will appear on the Airport Panel. Denials by CGPC will be by phone call or e-mail.
- CIWs for normal separations (those within 90 days of the member's loss date) and retentions (including reenlistments and extensions) will be routed to the servicing PERSRU. CIW's will route to all CGHRS users at the servicing PERSRU (the CIW will be listed on the CGHRS user's worklist). PERSRUs will need to establish procedures to ensure action is taken and the SOI is input. PERSRUs can also access the CIW by using the following menu path:
 - [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Career Intentions**

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Statement of Intent

The CGHRMS Statement of Intent (SOI) replaces SDA II's L6FB SOI transaction.

- The CGHRMS menu path is
[Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > **Career Intentions**
- The Career Intentions Worksheet normally serves as the basis for the SOI transaction. However, in cases where the member does not have access to CGHRMS or has not submitted a CIW the PERSRU can still generate the SOI.
- CGHRMS will not allow a separation type SOI to be entered on a member, if the member's expected active duty termination date has elapsed. Therefore, if a SOI needs to be submitted on a member and the member's separation date is prior to 24 July 2002, then the SOI must be submitted in SDA II.
- CGHRMS will not allow a retention type SOI to be entered more than 14 days after the member's retention date. Therefore, if a SOI needs to be submitted on a member, and the member's retention date is prior to 9 July 2002, the SOI must be submitted in SDA II.

Inactive Duty Training (IDT) Drills

The IDT drills module replaces the R-985 transaction in SDA-II. It initiates payment and points capture for Reserve Inactive Duty for Training (IDT) drills, Funeral Honors Duty (FHD), and Appropriate Duty/Readiness Management Periods (RMP). It also replaces the Unit Attendance Record. Screen prints of summary or detail pages replace drill orders. Some other advantages include:

- Enables Reserve Funds manager to gauge outstanding drill obligations to better manage year-end funds.
- Reduces scheduling, recording and input errors, delays and effort.

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Inactive Duty
Training (IDT)
Drills
(continued)

IDT drill requests and changes can be input by the member using self-service:

- [Self Service](#)>[Employee](#)>[Tasks](#)>[Schedule Drills](#)

Units (users with the Command User-CGSSCMD role) can approve and modify member initiated drill requests and schedule drills on behalf of members.

- [Self Service](#)>[Command](#)>[Tasks](#)>[Schedule Drills](#)

Command users can:

- Approve (status = Pending),
- Submit drills for payment (status = Completed)
- Submit drills for unexcused absence (status = Unexcused)
- Modify existing drills

The *Schedule Multiple Drills* page provides commands with a summary of drill activity for assigned reservists and the ability to schedule drills for multiple members at one time.

- [Self Service](#) > [Manager](#) > [Tasks](#) >[Schedule Multiple Drills](#)

PERSRUs can enter and maintain drill data for units that do not have access to CGHRMS:

[Develop Workforce](#)>[Administer Training \(GBL\)](#) >[Use](#)>
[Schedule Drills or
Schedule Multiple Drills](#)

Only members with the CGSSCMD (Command User) or CGHRS (PERSRU) role can approve drills for payment. Commands may view each person's CGHRMS role by running the [User Role Query](#):

- [PeopleTools](#) > [Query](#) (second one)

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Inactive Duty Training (IDT) Drills
(continued)

Commands may change a member's role by sending form CG-HRSIC-7421/2 (CGHRMS Assignment User Authorization/Revocation Form) to HRSIC. The form can be found [on the forms page of HRSIC's web site \(www.uscg.mil/hq/hrsic/\)](http://www.uscg.mil/hq/hrsic/).

Additional resources:

- Process flowchart: <http://www.uscg.mil/hq/hrsic/newresitems.htm>
 - Quick reference guide: <http://www.uscg.mil/hq/hrsic/cghrmsdocs/CGHRMSQRGIDT.doc>
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Entitlements Entitlements that can be managed through CGHRMS in this release are:

- FSA Type II categories “T”, “R” and “S”.
Note: Request for starting of FSH (housing) will continue to be handled by e-mail to HRSIC-MAS.
- Supplemental Clothing Allowance (Pay Manual Figure 3-24, Rules 1-11).
Note: Civilian Clothing Allowance will still be handled by in SDA II.
- Imminent Danger (Hostile Fire) Pay.
- Combat Tax Exclusion.

The above entitlements can be administered using this menu path:

- [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

This release provides the ability to create multiple FSA/Hostile Fire Pay/Combat Tax Exclusion entitlements for a unit in CGHRMS. The menu path for multiple entitlements is:

- [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Manage Multiple Entitlements**

In addition to the online help, the following resources are available:

- CG Pay Manual:
<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/g-wpm-2/Payman/Pay%20Manual.pdf>
 - Entitlements Desk Guides. These guides provide detailed procedural guidance for administering each of the entitlements listed above.
<http://www.uscg.mil/hq/hrsic/guides.htm>
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Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Airport Terminal

Additional search options have been added to the Airport Terminal. The search options make it possible to locate and filter orders by status, status date and action/reason.

When an order is issued by CGPC or TQC Portsmouth or initiated by a member using self-service (see Self-Service Orders below) the order will appear in the Airport Terminal with a status of "Proposed". Other status categories include:

XOrd/TONO: For cancelled TONO.

Cancel: For canceled orders.

Ready: Meaning the order has been processed by the command (for TDY orders or the PERSRU (for PCS orders), see Processing Orders below for more information.

Finished: Travel is complete.

Enroute: Member has departed.

Apvd Mtual Mutual exchange of station is approved.

Apvd Unlat Unilateral transfer is approved.

Apvd Std Short Term Disability (TDRL) is approved.

The Action and Reason fields are used together to locate orders. For example, if you only wanted to see PCS orders, you would choose "Transfer" from the Action field dropdown menu and select "DPT" (PCS Departure) from the Reason field lookup.

The **Process Orders Tab** allows users to open the order in the *Maintain Travel Orders* page where travel information, such as mode of travel, delay enroute, etc., can be entered. The user can also enter an employee ID number in the *Route To* field which will add the order to the person's worklist when the reassign button is clicked, see Maintain Travel Orders below.

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Self-Service Orders

Members can initiate TDY orders using CGHRMS self-service. They can also access orders issued by CGPC or TQC Portsmouth to view the information and print the order. The self-service menu path is:

- [Self Service](#) > [Employee](#) > [Tasks](#) > [Orders](#)

After entering the order data, the member will route it to his/her supervisor for review/approval. If the supervisor selects "approve" but the supervisor is not assigned a Command User role, the supervisor, selecting from a pick-list of Command Users, will route the TDY event for review/approval. After a Command User approves the TDY, the member will be advised via an email.

Maintain Travel Orders

The *Maintain Travel Orders* page makes it possible to add all necessary information (travel time, leave, dependent information, etc.) to orders within CGHRMS. It eliminates the need to use SDA II or Jet Form Filler to create PCS or TDY orders.

Note: There is no tie in to leave and entitlements in this release, PERSRUs still need to prepare the appropriate SDA II/CGHRMS transactions to start/stop pay and allowances as required when a member performs TDY or executes a PCS transfer.

Correcting or Deleting Transactions Originally Entered Using SDA II

CGHRMS will provide the ability to correct and delete transactions that were originally submitted in SDA II.

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

SDA II Future Dated Transactions	The ability to input Statement of Intent (L6FB), IDT Drills (R985), Family Separation Allowance (L6BB), Imminent Danger/Hostile Fire Pay (P607/P625), Supplemental Clothing Monetary Allowance (P603), and Combat Tax Exclusion (P607/P625) transactions will not be accessible in SDA II on 22 July 2002. Any of these transactions with effective dates of 22 July 2002 or later must be recreated in CGHRMS on 24 July 2002.
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System Availability	CGHRMS will not be taken offline for this release.
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PERSRU Action	Please ensure widest distribution of this E-Mail ALPERSRU to units in your area of responsibility.
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This release marks the beginning of the end for CGHRMS implementation. The inclusion of the Employee Review, Medical Readiness and IDT modules along with the existing functionality dramatically increase the number of people who will be interacting with CGHRMS on a daily basis. We expect there will be heavy demand from individuals and commands for assistance in learning and using these new applications. Although the official beta test period has ended, you can still practice and learn these applications by logging on our test system at:

- <http://cghrmsdev.osc.uscg.mil:7030>

Any data you input in the test system will not affect the production database. Please avail yourself of the opportunity to learn the new and existing applications. Not only the ones you will be using at the PERSRU level, but the self-service for members and the self-service for commands applications as well. Then, take the time to pass that knowledge along to the field units you support.

Continued on next page

E-Mail ALPERSRU V/02

Subj: CGHRMS SOFTWARE RELEASE 6, Continued

Resources Staff members from Commandant (G-WRI) and HRSIC's CGHRMS Help Desk have been conducting training and visiting major commands for several months now. With the implementation of Employee Review, CGPC (epm) and HRSIC (ADV) will also be conducting training. However, there is no way we are going to reach each and every CGHRMS user or provide more than just an overview of CGHRMS functionality during our brief visits. We have found that most users are not aware of the resources available to help them learn about the system on their own.

Tutorials and quick reference guides can be accessed from within the [CGHRMS online help](#) or by using these links:

[Tutorials](#)
[Quick Reference Guides](#)

Questions Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to HRSIC-CGHRMS@hrsic.uscg.mil. CGHRMS instructions, [quick reference guides](#), and user access forms can be obtained from the CGHRMS web site at <http://cghrms.osc.uscg.mil>.

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R. A. ROTH